

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**SW 1100.8K**

SOUTHWEST REGION

3/24/03

**SUBJ: LOCAL COORDINATOR PROGRAM**

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- 1. PURPOSE.** This order describes policies and procedures for the Southwest Region Local Coordinator Program.
- 2. DISTRIBUTION.** This order is distributed to the branch level and above in the Regional Office, to all field offices and facilities, and to all Southwest Region Local Coordinators.
- 3. CANCELLATION.** Order SW 1100.8J, Local Coordinator Program, dated April 11, 2002, is canceled.
- 4. EXPLANATION OF CHANGES.** This revision clarifies paragraphs 7a and b and consolidates the information into one paragraph concerning notification procedures on local aviation issues, public concerns, and emergency conditions affecting normal operations. Reference to alternate appointments is removed from paragraph 6a.
- 5. PROGRAM OBJECTIVES.** To provide oversight of agency matters within the region, it is necessary for the Regional Administrator to have a cadre of managers in the field that:
  - a. Provide insight and information on local aviation issues, public concerns, and local emergency conditions or unusual circumstances that affect normal operations.
  - b. Promote and facilitate the flow of information between field facilities and the Regional Administrator's office.
  - c. Present a "one-Agency" posture, communicating facts and Agency philosophy.
- 6. PROGRAM MANAGEMENT RESPONSIBILITIES.**
  - a. The Regional Administrator's Executive Staff, ASW-3D, is responsible for overall management of the Southwest Region Local Coordinator Program.
  - b. Local coordinators are appointed by the Regional Administrator.
  - c. Local coordinators will serve as appointed and notify the Executive Staff, ASW-3D of any changes in address or phone numbers and within 30 days of transferring, retiring, or resigning from the position.

- d. The Regional Administrator, with the assistance of the Executive Staff, ASW-3D, will keep local coordinators informed on regional emergency conditions and programs, FAA events, and field visits by senior FAA and DOT executives within their geographic area of responsibility.
- e. The Executive Staff will arrange quarterly telecons for the Regional Administrator to communicate with local coordinators.
- f. The Regional Administrator and/or the Regional Executive Manager will meet with the local coordinator during field visits.

**7. LOCAL COORDINATOR RESPONSIBILITIES.** Each local coordinator shall:

- a. Provide insight and information on local aviation issues, public concerns, and local emergency conditions. Local Coordinators and their staff have standard notification procedures that are accomplished through the various lines of business using the Operations Center. In addition to these procedures, Local Coordinators will also alert the Regional Administrator immediately if aviation issues or public concerns become significant or if emergency conditions that affect normal operations require the release of non-essential personnel.
- b. Present a “one-Agency” posture, communicating facts and Agency philosophy.
- c. Promote and facilitate the flow of information between field facilities and the Regional Administrator’s office.
- d. Serve as the FAA’s representative on local civic groups or committees, such as the Federal Executive Board.
- e. As directed, act for the Regional Administrator at meetings and conferences with the public and in discussions and conferences with representatives of other local government agencies.
- f. Coordinate local arrangements and facility tours for visiting FAA and DOT executives.
- g. Participate in a quarterly telecon with the Regional Administrator and, as resources permit, participate in local coordinator conferences.
- h. Provide the Executive Staff, ASW-3D, with newsworthy items of interest to the Regional Administrator.

*/s/ Ruth Leverenz*  
Ruth Leverenz  
Regional Administrator

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